

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: December 21, 2001

PERSONNEL LETTER # 01-022  
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief  
Personnel/Payroll Operations Bureau

RE: **EMPLOYMENT HISTORY PROCEDURES UNDER THE HIRING FREEZE**

Effective January 1, 2002, A01, A02, A04, A09, and 405 employment history transactions with an effective date of October 23, 2001 and later, will require special coding to identify the position's hiring freeze exemption status. Executive Order D-48-01 implemented a state wide hiring freeze effective October 23, 2001 (see Management Memo 01-21 and Department of Finance Budget Letter 01-43 for further details on the hiring freeze). To ensure compliance with the hiring freeze, departments will be required to process the above transactions with a hiring freeze exemption code.

Item 356, Pay Letter Number, and Item 357, Pay Letter Expiration Date, previously used to identify justification for reallocation of work week group, have been redefined as Item 356, Hiring Freeze Status Code, and Item 357, Finance Approval Date. Departments must enter one of the codes identified below in Item 356 on all A01, A02, A04, A09, and 405 transactions for civil service positions with an effective date of October 23, 2001 and later.

NO-HF Not subject to the hiring freeze pursuant to Management Memo 01-21.

NO-EX Excluded from the hiring freeze pursuant to Management Memo 01-21.

XA-PP Subject to the hiring freeze pursuant to Management Memo 01-21 with Department of Finance approval of a hiring freeze exemption.

In addition, when the code XA-PP is entered in Item 356, the Finance Approval Date must be entered in Item 357. The Item 357 approval date must be the date that the Finance Program Budget Manager, or his/her designee, signed the Finance form DF-160, Request for Hiring Freeze Exemption (see Budget Letter 01-43).

The field names for Item 356 and Item 357 on the turnaround and padded PAR documents and the EH

on-line system will not be changed. The following audit messages will be received if entry of Item 356 and Item 357 are not made appropriately.

356-01 FREEZE EXEMPTION APPROVAL DATE MUST BE COMPLETED.

356-02 FREEZE EXEMPTION APPROVAL DATE MUST BE BLANK WHEN CODE IS NOT XA-PP.

356-03 FREEZE EXEMPTION CODE MUST BE COMPLETED.

NOTE: When Item 356 and Item 357 are required for the transaction, entry must be made regardless of the value showing on the on-line update screen.

If one of the above referenced transactions with an effective date on or after 10/23/01 has already been processed, it will not be necessary to correct the transaction to enter the hiring freeze exemption code. However, if out of sequence processing is required for any other reason it will be necessary to enter Item 356 and Item 357 when required.

Questions regarding the impact of the hiring freeze on personnel actions and bargaining unit contractual requirements, the SROA list, the moratorium on classification and pay issues, or the measures to mitigate staffing reductions should be directed to your assigned Department of Personnel Administration Personnel Analyst. Questions regarding the hiring freeze exemption process should be directed to respective Finance Budget Analysts. For PAR documentation questions, please contact the Personnel Operations Liaison Unit at (916) 322-6500. Revision to the Personnel Action Manual are forthcoming.

RZ:JLD:PMAB